

HAMPTON BOARD OF EDUCATION HAMPTON ELEMENTARY SCHOOL

Job Posting Executive Assistant

Hampton Elementary school is seeking an organized, positive and professional person with excellent communication and multi-tasking skills to perform the various duties of Executive Assistant. The Executive Assistant interfaces with students, staff, parents, members of the Board of Education and the wider community as necessary. Duties include but are not limited to: receiving visitors, routing callers to the appropriate staff, registering students, maintaining student files, purchasing and receiving, tuition billing and recording, processing time cards, assisting Principal and Superintendent with correspondence and document preparation, coordinating changes to student transportation.

Preferred candidates will be proficient in Google: Docs, Sheets, Slides; MSWord, MSEXcel, Quickbooks
Education: Associates degree or higher preferred

Rate: to be negotiated

Schedule: Monday – Friday, 8:00 AM – 4:30 PM

Benefits include excellent single insurance package, holidays, sick days, personal days.

Interested applicants should send letter of interest, resume and references to:

Ms. Sam Roberson Principal
Hampton Elementary School
380 Main Street
Hampton, CT 06247

sroberson@hamptonschool.org

FAX: 860 455 9397

Phone: 860 455 9409

In accordance with their policies, Hampton Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations for physical disability (including blindness) or other disability (except in the case of a bona fide occupational qualification or need)